

Town Board Meeting held March 23, 2023 at 8:30 A.M. at the Town Hall in

Schroon Lake N.Y.

Present:

Town Supervisor: Meg Wood

Councilpersons: Richard Gero, Ethan Thompson, Lynn Donaldson and Leanne Welch

Town Clerk: Patricia Savarie

Also Present: Jon Senecal, Brian Ritching, Jessica DesLauriers and Roger Friedman

Supervisor Wood called the meeting to order at 8:30 A.M. with a pledge to the Flag.

Public Participation

Jon Senecal, Building and Codes Officer, stated there is raw sewage on Hillside Avenue and this is on a private line which goes into the Town Sewer line after Anderson's property and needs to be taken care of. There are four residents on this line (Anderson, Bella Rocco, Orr and Palisano). Bella Rocco has just purchased the property and wants to know what is there for Sewer, because she would like to build something there and we don't know, since it is a private line that hooks into the Town's Sewer line at Cross Street. The Town will be issuing a violation to all four residences. If the Board will get back to me on what you would like to do and I'm open to any suggestions. They need to hire someone to see what is going on and they will all have to share in the cost. It is at their cost we need to see how it is getting done, Jon will tell them to contact someone to take care of the problem. Councilman Gero stated that Bill Jenks has told him that if the Town gets involved the water line up Hillside Avenue should be replaced at the same time if the lines are together up the road. Jon Senecal stated he will write up the violation and hand deliver them and tell them to hire someone to see what the problem is, however if there is major damage you will have to go by the Town of Schroon Sewer rules and go with and Engineering Design.

Resolution #73 Approve minutes from February 27, 2023

Councilman Thompson moved a resolution to approve the minutes of February 27, 2023 Board Meeting, seconded by Councilwoman Welch; Carried

Discussion on Consulting Bids for Comprehensive Plan

Supervisor Wood stated that Jessica DesLauriers is here to go over the RFP Review Scoring Sheet. Jessica stated that you can do this on your own after looking over the RFP's. It is to show that you reviewed the material. Supervisor Wood stated the Board can look this over, we had two RFP, LaBella \$69,166.00 and Barton and Loquidice \$77,000.00.

Discussion on Electronics at Transfer Station

Supervisor Wood stated that we can no longer charge or take Electronics at the Transfer Station, we will advertise in the paper, website and social media letting the public know.

**TOWN OF SCHROON
TRANSFER STATION**

EFFECTIVE MARCH 27, 2023 AND UNTIL FURTHER NOTICE

**THE TOWN OF SCHROON HAS SUSPENDED ACCEPTANCE OF
ELECTRONIC EQUIPMENT FOR RECYCLING**

**RESIDENTS CAN TAKE ITEMS TO BE RECYCLED TO DEC DESIGNATED
COLLECTION SITES LISTED ON THEIR WEBSITE**

Discussion to Complete Grade Level for Building and Grounds Position

Supervisor Wood stated they needed to go over the Public Sector Job Description questionnaire to determine the Grade Level for the Building and Grounds position. The Board went over line by line and will now send it to Public Sector for their Grade Level.

Discussion to Determine Job Interview Process

Supervisor Wood stated they need to all come up with some questions for the job interviews. The interviews will be conducted by the Committee members and the Town Supervisor and any Department Heads also need to be in attendance.

Discussion on Beach Management Position

Supervisor Wood stated that I sent a draft to all the Board members and changed a few things. This draft proposal is the results with talking to Jeanine Melville and Chris Stone. The swim suit reimbursement will be determined on if they work a full season or a partial season, there was much discussion and it was determined that if they work 200 hours

in the summer season they will be reimbursed. Certification will be paid partly by the County.

Discussion on Town Hall Heating System

Supervisor Wood stated that the Heating System in the Town Hall needs to be replaced and we have had EMCOR here to fix it. We need to go out for bids and come up with Specifications. Councilman Gero stated we should do the Town Hall and the Parks Building at the same time.

Discussion on Red Cross Emergency Station

Supervisor Wood stated that Red Cross has our School and Fire Department as warming shelters and we need to let the Public know.

Discussion Update on AT&T and Verizon Cell Tower Contract

Supervisor Wood stated she sent a draft to Michael Hill who is with Schachners office and he gave me advice on how to shorten the answers and to push a little further. The modification of rent in section 2 needs to be presented to AT&T and get their response. Michael Hill stated the average increase for each year over 30 years has been 3.1%. The Board stated ask for a 4% increase for each year. Councilman Thompson stated that any increases we get from AT&T should go into a separate budget line as income for the Water Department so that we are not using it as part of their Budget. The current rate we are charging customers is not correct because we keep using money from their fund balance. The rent from the Cell Towers may disappear at some point and we need to be prepared for that.

Resolution #74 Update on Employee Handbook Review

Councilman Gero moved a resolution to approve Public Sector to issue a fully revised handbook per changes we have made to date, seconded by Councilwoman Welch; carried.

Resolution #75 to Advertise for 2023 Life Guards

Supervisor Wood moved a resolution to advertise for 2023 Lifeguards seconded by Councilman Gero; carried.

The Town of Schroon
is accepting applications for the
2023 Summer Lifeguard
Minimum Hourly Rate \$15.00 or to be determined on experience at time of hire
You may pick up and application at the
Town of Schroon Town Hall
Monday - Friday 8 – 4 p.m.

Resolution #76 Go out to Bid for Cemetery Mowing

Councilwoman Welch moved a resolution to go out for bid for the Cemetery Mowing, seconded by Councilman Gero; carried.

TOWN OF SCHROON
Is seeking a 2023 Contract Maintenance
BID for the following
Severance Cemetery
Protestant Cemetery
Baker Street Cemetery
South Schroon Cemetery
Scope of work includes Mowing and
Spring and Fall Clean Up
Contractors shall furnish all necessary equipment, fuel materials and labor
Successful bidder must provide a Certificate of Insurance indicating \$1,000,0000 Single
Limit Liability Coverage and naming the Town of Schroon as an Additional Insured as
well as proof of Workers Comp. Coverage, if required.
Bids will be accepted until 1:00 P.M. April 18, 2023
For specifications contact Meg Wood at 518 532-7737 X11 or supervisor@schroon.net

Town of Schroon

Cemetery Mowing Specifications

Overview:

The Town of Schroon is soliciting bids for the mowing and maintenance of Town owned cemeteries for 2023. Maintenance of these cemeteries shall include: a spring clean-up; mowing, trimming, plus any necessary cleanup throughout the growing season; and a fall clean-up.

Term of Contract:

The term of the contract shall be from award of the bid through December 31st, 2023. The terms of the contract awarded may be renewed or extended beyond the current season based upon mutual written agreement between the Contractor and the Town of Schroon.

Properties to be maintained:

All contractors seeking to bid shall familiarize themselves with the Town of Schroon cemeteries so as to have a comprehensive understanding of the work to be done (see attached maps).

Severance Cemetery (approx. 6.44 acres) - 60 Stowell Rd.

Protestant Cemetery (approx. 2.97 acres) - 2685 Hoffman Rd.

Baker Street Cemetery (approx. 0.46 acres) - 767 US Route 9

South Schroon Cemetery (approx. 0.74 acres) - 240 Old Schroon Rd.

Scope of work:

- 1) Mowing season is generally May through October. **Estimated** mowing frequency is once per month. Variations in the weather may require changes to the estimated mowing frequency.
- 2) Spring clean-ups are conducted during the first visit of the year and involve clearing any fallen branches and other debris deposited by winter weather. Fall clean-ups are conducted after the majority of leaf fall has occurred, and involve the removal of fallen leaves and branches to prevent them from being compacted by winter snow fall.
- 3) All cemeteries must be in presentable condition for the following federal holidays: Memorial Day, Independence Day, Labor Day, and Veterans Day.
- 4) Grass shall be cut before it reaches five inches (5") in height and shall not be cut less than two inches (2") from the ground. No scalping of cemetery grounds shall occur.
- 5) Clippings shall be mulched (not bagged or windrowed).
- 6) Trimming around lawn perimeters, memorials, fences, walls, benches, etc. shall be done with each mowing. Grass must be removed from all monuments, walkways, benches, etc. following mowing / trimming.
- 7) Mowing over tree limbs, garbage, etc. is prohibited. All material not consistent with good lawn care must be picked up and removed prior to mowing.

Contractor Responsibilities:

- 1) The Contractor shall furnish all equipment, fuel, materials, and labor necessary to maintain the cemetery grounds.
- 2) The Contractor and his/her employees shall conduct themselves in a responsible and professional manner while engaged in Town of Schroon business.
- 3) The Contractor will demonstrate proper respect for the deceased by not mowing while a funeral is in progress.
- 4) The Contractor will be held liable by the town for any damage to trees, memorials, sign posts, buildings, or any other items of value, as a result of negligence on the part of the Contractor. Any damage that does occur as a result of the Contractor's activities must be reported to the Town by the close of the next business day.

Insurance:

The winning bidder shall provide to the Town of Schroon a Certificate(s) of Insurance naming the Town of Schroon as Additional Insured including a minimum of \$1,000,000 Single Limit Liability coverage, and proof of Worker's Compensation Insurance coverage if employees are hired, at the time of the contract signing. All insurances shall be maintained throughout the term of the contract.

Payment:

Invoices are to be submitted on a monthly basis to the Town of Schroon.

Indemnification:

The Contractor agrees to hold harmless and indemnify the Town of Schroon against any and all claims, suits, damages, costs, or legal expenses as a result of bodily injury or property damage resulting from the negligence of the Contractor.

Award:

The Town of Schroon reserves the right to award this contract in whole or any part thereof. The Town also reserves the right to reject any and all bids, or any part thereof; to waive any technicalities; and to accept the proposal considered to be in the best interest of the Town.

Cancellation:

The Town of Schroon reserves the right to cancel the contract at any time for non-compliance with the specification requirements.

**Bidders Must Complete & Attach This Proposal Form To
The Specification Sheet**

Contact Information:

Company Name:

Mailing Address:

Telephone:

Bid: (Please provide a proposed *per visit* cost for each cemetery and event specified)

Cemetery	Cost Per Visit		
	Spring Cleanup	Single Routine Mowing	Fall Cleanup
Severance	\$	\$	\$
Protestant	\$	\$	\$
Baker Street	\$	\$	\$
South Schroon	\$	\$	\$
Total:	\$	\$	\$

Acknowledgement: (Please Check)

I acknowledge that I have read and understand my obligations as outlined in the

Town of Schroon Cemetery Mowing Specifications.

Review of Probation of Six Months for Steve Vinciguera and Larry Pierce at Highway

Councilman Thompson stated we need to have a six month review for Steve Vinciguera and Larry Pierce who work for the Highway Department and have Dana Shaughnessy do a performance review. Councilman Gero stated DOT has a performance valuation review program that we can use.

Councilwoman Donaldson made a motion to adjourn at 11:25 A.M., seconded by Councilwoman Welch; carried.

I, Patricia J. Savarie, do hereby certify the foregoing to be a true and correct transcript from the minutes now on file in my office and of the whole such original minutes.

Dated: March 29, 2023

Town Clerk